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12 DEC 1952

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director (Administration)

FROM: Supergrade Review Board

SUBJECT: Staff Study - CIA Supergrade Position Structure

REFERENCE: CIA Notice [REDACTED] "Standardization of Agency Administration of Grade GS-16, GS-17, and GS-18 Positions." (Tab A)

1. **PROBLEM:** To carry out the function defined in the referenced CIA Notice under which "the Review Board in conjunction with the Personnel Office shall review all present supergrade positions, and make recommendations for corrective action, including downgrading, if appropriate".

2. **FACTS BEARING ON PROBLEM:** a. The Review Board has completed its review of existing positions above GS-15. Concurrently, it analyzed new statements of supergrade requirements submitted by all components. Existing and proposed supergrades presented for the Board's study totalled [REDACTED]

b. Ten positions proposed for supergrade classification were, after Board evaluation, left in the GS-15 or lower category. Three existing supergrades proposed for upgrading were retained in their present grades. (Tab B)

c. The Board voted to downgrade the position of Deputy Assistant Director (Exec. Officer), Office of Current Intelligence, from GS-16 to GS-15 on the basis of the actual scope of its responsibilities and duties. The DE/I member dissented (see DE/I Dissent Tab F) from the Board vote that the incumbent [REDACTED] be also downgraded, unless transferred to a supergrade vacancy.

d. The Board analyzed the ratio of Agency supergrades compared with ratios in other agencies. Ratios of other agencies include regular supergrades as well as positions of equivalent or higher pay established under other authority, such as the Foreign Service, diplomatic positions, and positions created by law. The CIA ratio is lower than several other agencies in the national security category: [REDACTED]  
Federal Civil Defense Admin. -- 2.17; Atomic Energy Commission -- 1.40;  
Department of State -- 1.32.

3. **DISCUSSION:** a. Taking into account the character of the Agency's mission and functions, an increase of the supergrade ratio would appear to be

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justified. A ratio of 1.40 (or numerical ceiling of [REDACTED] in the opinion of the Board represents a supergrade complement for CIA which is in harmony with those existing in agencies whose employment situation is most comparable. (Tab C) 25X9

b. The Board believes that its study and evaluations have produced a sound, consistent structure of supergrade positions, and that this pattern should endure for some time to come. No effort was made to weigh the qualifications of personnel occupying positions which the Board felt should be upgraded. Such qualifications review will be made by the Board subsequently, when the offices concerned initiate action to appoint these or other individuals to the upgraded positions.

4. CONCLUSIONS: a. The ceiling on Agency supergrades should be established at such number (currently [REDACTED] as is equivalent to a ratio of 1.40 of the Agency's authorized personnel strength. 25X9

b. The supergrade position structure proposed by the Review Board (Tab D) establishes a pattern which is responsive to the requirements of all Agency components. It achieves an internal alignment of positions and at the same time is able to stand up favorably to external comparison. This structure includes [REDACTED] positions (including the three professional and scientific PL 110 positions). By the addition of the ICI and ICI positions, the total is increased to [REDACTED]. The status of personnel assignments in supergrade positions--existing and proposed--is summarized in Tab E. 25X9

5. RECOMMENDATIONS: That the conclusions stated in the foregoing paragraph be approved by the Director of Central Intelligence.

W. E. H. Morris, Jr., Chairman

James H. Andrews

G. L. Pool

Edward H. Saunders

Attachments:

Tabs A, B, C, D, E, F

APPROVED      DISAPPROVED      EXCEPTIONS (if any)

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WALTER B. SMITH  
Director of Central Intelligence

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SUMMARY OF REVIEW BOARD'S RECOMMENDATIONS ON  
THE SUPERGRADE POSITION STRUCTURE OF CIA

1. The requirements of CIA for positions established above the classification level of GS-15 have been subjected to considerable study and careful analysis. To establish these requirements with maximum objectivity, and to realize sound internal balance, the Director created a Review Board, comprising senior Agency officials, to scrutinize and make recommendations with respect to each proposed supergrade position action.
2. Control of supergrade classifications in CIA can be realized most effectively through the establishment of a formula which takes cognizance of Agency manpower problems. The employment strength of the Agency will undoubtedly fluctuate with the size and nature of the responsibilities imposed by the National Security Council. A rigid numerical supergrade ceiling requiring continuing revisions in response to such changes would entail administrative problems not present with the adoption of a percentage ratio.
3. It is recognized that the Agency's requirements should be reconciled with the pattern of supergrade position structures existing in other parts of the Government, particularly where reasonable bases for comparison can be identified. Such comparisons may be located among agencies engaging in substantial foreign or inter-governmental activity in the national security field.
4. CIA currently ranks lower than other comparable National Security agencies in percentage of supergrades. The CIA ceiling of [REDACTED] is 0.80% of a total Agency ceiling of [REDACTED]. This is far below the ratio of 1.32% in the Department of State--taking into account all positions above the GS-15 compensation level, and including statutory positions and Foreign Service Officers in the higher classes. In the Atomic Energy Commission the ratio is 1.40%, and in the Federal Civil Defense Administration it is 2.17%. 25X9  
25X9
5. A reasonable ratio for CIA would appear to be in the neighborhood of 1.40%. This is identical with that of the Atomic Energy Commission, and is insignificantly greater than that in the Department of State.

25X9

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